

# Commonly Used Account Codes

10/26/2016

Fund	Rs	Yr	Goal	Func	Object	Site	Mgmt	Description
01	0000	0	1110	1000	xxxx	xxx	xxxx	Instructional - LCFF Base use site location and management when applicable
01	0000	0	0000	2700	xxxx	xxx	xxxx	School Administration (School site office)
01	0000	0	1110	1000	xxxx	xxx	8199	Print Shop - use site location
01	0000	0	1725	1000	xxxx	xxx	1725	Music - use site location, management
01	0000	0	0000	2420	xxxx	xxx	2420	Library - use site location, ( <i>Donation - management #5570</i> )
01	8150	0	0000	8200	xxxx	xxx	xxxx	Maintenance - use site location ( <i>8110-Maintenance; 8200-Operations</i> )
01	0000	0	xxxx	xxxx	xxxx	xxx	3145	SMAA - use site location, management
95	0000	0	0000	0000	xxxx	xxx	3308	ASB Elementary- use site location, management
01	0000	0	xxxx	xxxx	xxxx	xxx	3307	ASB High School - use site location, management
01	0000	0	3200	1000	xxxx	xxx	xxxx	Continuation High - Calla, New Vision only
01	0000	0	3300	1000	xxxx	xxx	xxxx	Independent Study
01	6500	0	5770	1110	xxxx	xxx	xxxx	Special Ed SDC - <b>non severe</b> (Special Ed must always have a goal beginning with 5xxx)
01	6500	0	5750	1110	xxxx	xxx	xxxx	Special Ed <u>SDC</u> - <b>severe</b> (Special Ed must always have a goal beginning with 5xxx)
01	6500	0	5770	1120	xxxx	xxx	xxxx	Special Ed <u>RSP</u> - <b>non severe</b> (Special Ed must always have a goal beginning with 5xxx)
01	6500	0	5770	1190	xxxx	xxx	0400	Special Ed <u>RSP</u> - <b>non severe</b> Teacher Supplies
01	6500	0	5770	1190	xxxx	xxx	0401	Special Ed <u>SDC</u> - <b>severe/non-severe</b> Teacher Supplies
01	6500	0	5770	1190	xxxx	xxx	0402	Special Ed - <b>non severe</b> Speech Therapist Supplies
01	6500	0	5770	1190	xxxx	xxx	0403	Special Ed - <b>non severe</b> Psychologisit Supplies
01	0000	0	0000	2100	xxxx	xxx	xxxx	Instructional Administration (District Office)
01	0000	0	xxxx	3110	xxxx	xxx	xxxx	Guidance Counseling (Use appropriate Goal to distinguish Cont. High (3200), ISP (3300), CDS (3550))
01	0000	0	0000	3120	xxxx	xxx	xxxx	Psychologist (Gen Fd Goal 0000, Sp Ed/Sp Ed Preschool Goal 5001)
01	0000	0	0000	3130	xxxx	xxx	xxxx	Attendance
01	0000	0	0000	3140	xxxx	xxx	xxxx	Health Services (Use appropriate goal to distinguish Cont. High (3200), ISP (3300), CDS (3550))
01	0430	0	3550	1000	xxxx	xxx	xxxx	Community Day School (CDS) Manteca Day School

xxxx - represents amount of numbers in each field. Do not put xxxx on your Req. Use the appropriate account number for each field.

## Commonly Used Object Codes

4100	Textbooks (needs instructional goal/function)
4200	Books Other Than Textbooks
4310	Materials & Supplies (consumables, equipment under \$500)
4400	Non Capitalized Equipment (\$500 - \$4,999)
5210	Mileage
5220	Conferences/Travel - Overnight travel required
5222	Conferences/Travel - Day trips (no overnight stay)
5600	Rents, Leases, Repairs, Improvements (Site Improvements; i.e. fencing, etc..)
5610	Equipment Rental/Lease
5640	Contract/Service Agreements (maintenance agreements)
5660	Equipment Repairs
5800	Other Services & Operating Expenditures -contracted services (Consultants and Independent Contractors)
6400	Equipment (over \$5,000)

**For a complete listing of account numbers, refer to "Chart of Accounts" on SharePoint**